

~~SECRET~~

11 FEB 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

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FROM:

[REDACTED]
Chief, Supply Division, OL

SUBJECT: Phase IV Long Range Plan

REFERENCE: Memo to D/L fm DDA dtd 25 Jan 83,
same subj

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[REDACTED]

the availability of qualified personnel to meet future requirements. SD provided TDY assistance of 60 individuals, totalling 2,669 manhours, in a wide range of support to Agency components. These services were performed in CONUS and overseas in support of special projects inventory teams, inspection and receiving of materiel, instructing and assisting in training courses, packing equipment, and developing new capabilities in an effort to posture the SD for the future.

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OL-14081-83

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3. In an effort to look ahead, the duties and responsibilities of the Inventory and Inspection Section were expanded and the functions transferred to the OSB. The new duties include a responsibility to audit ongoing activities in addition to conducting inventories [redacted] The functions were also expanded to include providing inventory assistance to other Agency components. Assistance has been

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4. The SD has undertaken a major effort to utilize automated systems to assist in maintaining much of the data previously maintained on a manual basis. New programs were developed as follows:

o Small Purchases Branch - [redacted] developed a series of system updates in the Inventory and Control System (ICS) which provides reporting capability on all phases of Small Purchases Branch transactions.

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o Federal Automated Requisitioning System - FARS was enhanced to store and update data on approximately 200 GSA-leased vehicles within CONUS. A fourth data terminal was added to handle increased customer and management demands.

o Single Transportation Allotment - An automated system now produces a variety of specialized data to include mode of shipment, consignee, consignor requesting office, and date shipped. All FY82 individual billings for actual costs were input for verification against obligations.

o Automated TDY Tracking - Data Control Branch developed an automated system to record and track SD personnel and manhours expended in support of other Directorates. A similar system was developed to record overtime expended in support of operations and assistance to other offices.

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Enhancement to the current system also provided the following capabilities:

- o Tracking video equipment Agency-wide
- o Method of extracting inventory cards from the ICS on a selective basis.
- o Automated control of weight and cube data for materiel packed

25X1 5. As the Logistics Integrated Management System moves closer to becoming a reality, it is increasingly necessary for the SD to purify and improve the viability of the Inventory Control System Data Base. The SD has undertaken program to:

- o Purge requisition suspense file of outdated data and follow up with a semiannual reconciliation program to preclude recurrence.
- o Develop and implement a program to purge slow/nonmoving items from the inventory.
- o Revalidate the warehouse stock locations in the ICS and develop a program for daily maintenance.
- o Expand the inventory and inspection responsibility to include an audit function.

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Att

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/SD/OL

EXTENSION

NO.

OL-14081-83

DATE

11 FEB 1983

STAT

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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14 FEB 1983

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